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**CENSUS OF POPULATION , HOUSEHOLD AND DWELLINGS IN 2011**

**-REPORT ON CONDUCTED ACTIVITIES-**

*Podgorica, April 2012*

INTRODUCTION

Census of Population, Households and Dwellings in 2011 was the first census in Montenegro since Montenegro gained independency in 2006and tenth conducted in territory of Montenegro. Census 2011 was conducted in period 1 - 15 April 2011, by methodology which is in accordance with international standards used for determination of common rules in collecting population data. Population Census 2011 was the first census independently conducted by MONSTAT, as well as first controlled by an international institution (EC-EUROSTAT).

General public interest in data on ethnic affiliation, religion and mother tongue immediately before start of Census, created additional users’ requests, certain risks and specified environment for census conducting. Respecting the significance of Population Census, as well a mass conducted action which required general social support and trust in census conducting, Statistical Office accepted a number of additional users’ requests during very conduction of Census: introduced copy of enumeration form which stay in households ; accepted proposal that two representatives of political parties be members of census commissions in each municipality; started process of data entry for control by political parties; accepted request to publish final results on ethnic affiliation, religion and mother tongue, within 90 days from day of finalizing data collection , these are some of the activities resulted from additional requests. Activities which were not planned took additional effort by MONSTAT in order to conduct them and specially regarding preserving three most important principles of official statistics: professional independence, protection of individual data and equal access to data for all users in the same time.

However, regardless not appropriate environment for conduction of some statistical action, MONSTAT succeeded to conduct census respecting all legal deadlines; transparency in each census phase, with preserving key statistical principles; publishing final results in very short deadlines and get highest estimation by international statistical institutions, related quality and the way of organization of the census.

Report on implementation of Census 2011 represents overall picture of conducted activities with the aim to provide to general public, not only census results, but entire census process.

D I R E CTOR

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**I BRIEF**

Pursuant to Article 25 of the Law on Census of Population, Households and Dwellings in 2011(Official Gazette of Montenegro41/10 of 23 July2010, 44/10 of 30 July 2010, 75/10 of 21 December 2010), Statistical Office of Montenegro prepared a report on conducting the Census.

General estimation of Population Census, presented in the conclusion of EC -EUROSTAT report is: “**Mission considers that Population Census in Montenegro was prepared, conducted in the field and processed in accordance with international recommendations, and in particular the recommendations made by the Conference of European Statisticians for the 2010 round of Population and Housing Censuses. In addition, the mission noted with appreciation the high standard of professionalism of the staff involve at all levels in the census, from Monstat as well as temporary staff. The mission consider that the census has achieved a high level of quality, especially in terms of accuracy and timeliness.**

High level of Census data quality is result of:

* Three years Census preparation (2008 – 2011), when there were created all needed inputs for starting of Population Census implementation (legal, methodological, organizational, informatics and cartographic structure);
* Coordination of Census Commissions established in u 21 municipalities of Montenegro;
* Training for all participants in the Census – it was trained and tested about 4000 participants of the Census, in three levels , which took 3 days, with total fund of 20 hours, for each of training levels. Final choice of participants was made based on the result of the test;
* Total coverage related to data collection – in the period 1–15 April it was enumerated about 200 thousand of households, 650 thousands of persons and over 300 thousands of dwellings, participation of over 4000 enumerators, instructors, state instructors and census commissions members;
* Creation of more than 10 internal rulebook of MONSTAT on organization and responsibilities related to entering, quality control, procession and data publishing.

High level of accuracy is result of:

* Creating of 15 software solution for entering, data control and data processing for the needs of Census, by own capacities of MONSTAT;
* Creating of additional (manual) control when data entering, that had as consequence replace of person performing data entry , as well as increase of entry accuracy;
* Organization of double data entry;
* Regular control of work, according to rulebooks of MONSTAT created for Census needs;

High level of quality and accuracy is related to better timelines so from the day of finalization of data collection (15 April) following was achieved:

* Within 30 days there were published preliminary results of the Census on the number of persons, households and dwellings;
* Within 40 working days, there were made entry of 655 718 questionnaires for persons and 314704 questionnaires for dwelling and household, with organization of work in three working shifts (from 07h-02h);
* Within 90 days there were published final data on number of persons, as well as data on ethnic structure, religion and mother tongue;
* Within 12 months from day of finalization of data collection phase, there were published results for je 23 from 69 questions for persons, dwelling and household;

Census cost per inhabitant of Montenegro was 4.00 euro, while planned price was 5.15 euro per inhabitant.

Detailed overview of the main implemented activities is given in the continuation of this report, pursuant to implementation deadlines, main results and tasks finished during Census, and costs of conducted activities are presented in the annex of the report.

**II Planning, preparation and implementation of Census**

**Deadline for implementation:** 2008-2010 (preparation); 2011 (implementation); 2012-2013 (data publishing)

**Main result of activities:** Implemented and finished Population Census according to plan and international methodology.

**Description of activity**: Implementation of Population Census consisted of several phases: preparation, data collection, entering, and processing and data dissemination. Preparation and implementation of Census took 3 years in total, while data publishing is planned until the end of 2013. EC evaluation on Population Census, as mentioned in the conclusion of the Final Report on Conduction of the Census is: “*Mission considers that Population Census in Montenegro was prepared, conducted in the field and processed in accordance with international recommendations, and in particular the recommendations made by the Conference of European Statisticians for the 2010 round of Population and Housing Censuses. In addition, the mission noted with appreciation the high standard of professionalism of the staff involved at all levels in the census, from Monstat as well as temporary staff. The mission considers that the census has achieved a high level of quality, especially in terms of accuracy and timeliness” (EC: Report on conducting of Population Census in Montenegro).*

**2.1 Conduction of Pilot Population Census**

**Term of conduction**: 2008 - June 2009 (12 months)

**Activity performer:** MONSTAT

Activity description: In the period 01-15 June 2009, it was conducted Pilot Census on sample of 3 500 households. Analyse of Pilot Census produced main inputs for preparation and implementation of Population Census. Pilot Census was conducted with EC financial and professional support in the amount of 35.000 euro.

**2.2Request for independent monitoring**

**Implementation period**: February 2010 – June 2010 (4 months)

**The main result:** It was established Steering Committee for monitoring of Population Census 2011(Mr Milorad Katnic, minister of finance in Government of Montenegro; Mr Pier Mirel, director of EC Directorate for Enlargement and Mr Pieter Everaers from EUROSTAT director of Directorate for international cooperation and key EU indicators);

**Activity performer**: MONSTAT and EC;

**Description of activity:** MONSTAT sent request to EC in June2010 to perform monitoring, because of transparency and trust in Census results, that process of preparation, implementation and data entry and may be monitored in each its phase. In accordance with that request, European Commission formed Steering Committee for assessment of the Census in June 2011and prepared proposal of the project for implementation of monitoring for period June-November 2011. Steering Committee hired independent expert Mr Jean Michel Durr, who worked for the needs of Steering Committee assessment of conducting Census in Montenegro (in period from July 2010until November 2011). Mission’s goal was to make monitoring of all Census phases. Independent expert submitted mission reports to Steering Committee and based on those reports it was made opinion on Census conducting and submitted it to MONSTAT and general public for period June 2010 - November 2011.

**III Preparation for Census field work**

**Implementation period:** June 2009 – April 2011 (22 months)

**Main result**: Prepared legal, financial, methodological, organizational and cartography infrastructure for start conducting the Census;

**Activity performer**: MONSTAT

**3.1 Law on Census of Population, Households and Dwellings**

**Implementation period**: February 2009 – 21December 2010 (22 months)

**Main result**: adopted Law on Census and bylaws

**Activity description**: With the adoption of Law on Census there were determined census goals, census units, obligation and rights of all participants of the Census, as well as other important issues for implantation of the census. Law on Census of Population, Households and Dwellings in 2011 was adopted and published in "Official Gazette of Montenegro", 41/10 of 23 July 2010, 44/10 of 30 July 2010, 75/10 of 21 December 2010.

**3.2 Budget**

**Implementation period:** July 2009 – 9 July 2010 (12 months)

**Main result:** Finance provided

**Activity description:** Total estimated budget for period of three years (2010-2013) is 3.5 million euro. The value of funds approved in 2011 is 3.2 million euro, and implemented amount in the same year was 2.5 million euro, what made saving of 22% or 0.7 million euro. Part of spared funds 0.5 million euro, Statistical Office left on disposal to Pension Insurance Fund, and related to decision of Government of Montenegro of 8 December 2011.The rest of the funds is returned to budget of Government of Montenegro. Review of implemented budget is presented in the annex of the report.

3.2.1 Decision of the amount and its distribution to census commissions for financing of preparation, organization and conducting of Census of Population, Households and Dwellings in 2011

**Implementation period**: December 2010 – 22 March 2011(4 months)

**Main result**: Clear criteria for determination of the Budget to census commissions

**Activity description**: This decision defines amount and distribution of the part of the funds provided by Budget of Montenegro to census commissions for financing preparation, organization and conducting of Census of Population, Households and Dwellings in 2011.The funds were distributed to census commissions, instructors, president and census commissions members, as well as to other participants of the census (persons engaged in calculation, payments and making final report on funds expenditure in self-governance unit and to persons engaged in making paper folders end similar technical jobs).

**3.3 Census methodology**

**Implementation period**: June 2009 – March 2011(22 months)

**Main result**: The book „Methodology for preparation, organization and conduction of the Census2011“in Montenegrin and English language;

**Activity description:** Methodology of the Census 2011 is made in accordance with international standards which determine common rules in collection of data on population, and the most important are: - Recommendation of Conference of European Statisticians for Censuses of Population and Housing in 2010, and they are prepared in cooperation with UN Economic Commission for Europe and Statistical Office of European Union – Eurostat; - Regulation 763/2008 European Parliament and EU Council on censuses of population and housing, as well as Regulation 1201/2009 implementing Regulation 763/2008 of European Parliament and EU Council on censuses of population and housing related to technical specifications of the characteristics and their disaggregation. Methodology is presented in total124 pages, and printed in 800 copies in Montenegrin language and 100 copies in English language. It was dedicated to all participants of the census and to general public, as well.

**3.4 Enumeration forms**

**Implementation period:** June 2009-March 2011(22 months)

**Main result:** Prepared totally 3 main and 20additional questionnaires, as well as 8questionnaires for post-census survey

**Activity description:** prepared following questionnaires:

(1) enumeration form (questionnaire P-1), (copy of enumeration form is left in households);

(2) questionnaire for dwelling and household (questionnaireP-2);

(3) check list (formP-3);

(4) enumerator authorisation (formP-4);

(5) instructor authorisation (formP-5);

(6)state instructor authorisation (formP-6);

(7) supervisor authorisation (formP-7);

(8)list of enumeration areas by settlement (formP-8);

(9)results at level of settlements and self-governance units (form- 9);

(10)report on enumeration dynamic and receipt of census material (formP-10);

(11)information of visit of enumerator (formP-11);

(12)control of enumerator ‘s work (formP-12);

(13)questionnaire for census participants (formP-13);

(14)public announcement (formP-14);

(15)application for census participants (formP-15);

(16)the list of paid compensation for attendance and successfully finished training to members of census commissions and instructors, in accordance with Decision on for financing preparation, organization and conducting of Census of Population, Households and Dwellings in 2011 (formP-16);

(17)the list of paid compensation for the presence and successfully completed training for enumerators, in accordance with Decision on for financing preparation, organization and conducting of Census of Population, Households and Dwellings in 2011(formP-17);

(18)the list of paid compensation to enumerators in accordance with Decision on for financing preparation, organization and conducting of Census of Population, Households and Dwellings in 2011 (formP-18);

(19)the list of paid compensations to accordance with Decision on for financing preparation, organization and conducting of Census of Population, Households and Dwellings in 2011 (formP-19);

(20)the list of paid compensations for total work to member of census commissions and other participants engaged by census commission in accordance with Decision on for financing preparation, organization and conducting of Census of Population, Households and Dwellings in 2011 (formP-20);

(21) final report on expenditure of finds for Census of Population, Households and Dwellings in 2011 (formP-21);

(22)Map of enumeration area and description of the enumeration area border (formKSK-4p);

(23)Map of statistical area and description enumeration area border (formKSK-4g);

(24) Check enumeration form (form KP-1);

(25) Check questionnaire for dwelling and households (form KP-2);

(26) Check list of post-enumeration survey (form KP-3);

(27) The list of ordinal numbers of dwellings selected for the quality control of the answers in the Census (form KP4);

(28) Reports of the supervisor on data collection dynamics (form KP-5);

(29) Authorisation for supervisors (form KP-7);

(30) The list of enumeration areas selected for the control of the Census 2011(form KP-8);

(31) Comparative review of selected households, persons and dwellings (form KP-9).

**3.5 Organizational preparation of the Census**

**Implementation period**: June 2009- March 2011 (22 months)

**Main result:** The book „Methodology for preparation, organization and implementation of the Census”, part „Organization and conducing of the Census “

**Activity description**: Organization and conducting of the Census, as part of Methodology for preparation, organization and conducting of the Census defined organizational scheme of the Census, with clear definition of competencies and responsibility of each participant in Census. The task of each participant was defined related to content and time. Guideline for organization and conducting of the Census is presented in 22pages and printed in 800copies.

**3.6 Informatics preparation of the Census**

**Implementation period**: successively, starting from May2009 - 2012

**Main result:** 15 programs, i.e. applications for the needs of entering and processing of data collected by the Census.

**Activity description**: by its capacities MONSTAT created software solutions, needed for each census phase: from entering to process of data. Program is consisted of following applications:

1. Software for data entering , control and data adding which includes following applications:

* For data entering;
* For additional data adding during data entering process;
* For changes during entering;
* Fore check of data entered for representatives of political parties;

1. Software for check tables and contingent control during entering process-administration;

* For contingent control (determination of permanent population);
* For control of the sex;
* For control of the age.
* For control of the households, families and position of members (in household).

Software solution implies identification of error based on logical rule in advance determined, providing approach of supervisor to wrong syllables and their correction, based on already known elements in the questionnaire.

1. Making of software for post-census survey;
2. Making of software for coding of activity fields, occupation and schools. The way of used coding is automatic, semi-automatic and manual coding;
3. Making of software for application of automatic rules of logical control for other fields from the questionnaire;
4. Making of files presenting whole process of processing for dissemination needs, based on rules determined in advance;
5. Making software for application of automatic rule for control and correction of data related to dwellings;

At INFOFEST, in October 2011 MONSTAT presented software solutions for the Census of Population for which they were awarded form the jury for the best debutant presentation.

**3.7 Cartography – spatial register**

**Implementation period**: September 2010-Februaryy 2011(6 months)

**Main result**: Updated spatial register with statistical and enumeration areas (1602 statistical and 3740 enumeration areas)

**Activity performer**: MONSTAT and Real Estate Administration

**Activity description**: For the needs of data collection in the fields and territorial division by enumerators, it is needed to create maps of statistical territorial areas (statistical areas and enumeration areas). Implementation of mentioned action consisted of: cooperation with Real Estate Administration, in electronic bases (from 2007-2009), there were defined statistical and enumeration areas. During 2010 for 33 days spent in the field, four-members team visited and updated 257 enumeration areas and made form them new 555 areas and made in electronic form new 555 descriptions in following municipalities: Podgorica,Kolašin,Mojkovac,Berane,Rožaje,Andrijevica,Plav,Pljevlja,Žabljak,Danilovgrad,Ulcinj,Kotor,Tivat and Bar. When fieldwork was finished all geographically determined changes were transmitted in electronic database in the Real Estate Administration. Late decision on introducing new settlements in municipalities Bijelo Polje caused unplanned, additional activities. That prolonged activities in preparation of spatial register. During February 2011 it was updated 86 areas in Bijelo Polje municipality. After filed work was finished and changes were registered, documentation was prepared for printing. It was totally prepared and printed 1 602statisticalareas; 3740 enumeration areas and the same number of descriptions, what made easier job to enumerator, as well as location of responsibility of each enumerator for data quality in exactly defined part of the territory.

**3.8 Preparation of classification**

**Implementation period**: June 2010-April 2011(11 months)

**Main result**: Used classifications and codes providing complete international comparability of data.

**Activity description**: For the needs of comparability Census data there were used following classifications and code:

1. Classification of occupation,
2. Classification of activities,
3. The list of schools,
4. The list of municipalities,
5. The list of settlements,
6. The list of foreign states,
7. Code list of ethnic affiliation,
8. Code list of religions ,
9. Code list of mother tongue.

For Code list of ethnic affiliation, religion and mother tongue it was defined in advance coding procedure where the modality frequency was taken into accounts.

**IV Acquisition of resources needed**

**Implementation period:** January 2011- April 2011(3months)

**Main result:** Providing of all resources for the beginning of the Census of Population, Households and Dwellings was done public open tender.

**Activity description:**

1. For printing service and distributions of forms, offered value 85 000 euro, decision of selection was made in 8 February 2011(it was selected printing house *“OBOD” A.D. Cetinje,* for printing 1.283.300 enumeration form, for service value of 62 082 euro, with calculated VAT and after expiration of legal deadline for claims ;the agreement was made in 15 March 2011);

Printing of 65.200 forms in Albanian language was additional activity with the value of 18.007. 40 euro, with calculated VAT;

1. For service of acquisition of office and other material, offered value of 50 000 euro, selection decision was made in 8 February 2011 (enterprise *“STRATUS” D.O.O.* Podgorica was selected, with value of 32 812,34 euro, with calculated VAT and after expiration of legal deadline for claims ;the agreement was made in 15 March 2011);
2. For promotional activities services, with offered value of 90.000 euro, selection decision was made in14 February 2011 (bidder “PRISMA” D.O.O. Podgorica for the value of 62 725 euro, with calculated VAT and after expiration of legal deadline for claims ;the agreement was made in 25 March 2011);
3. For the rent of business premises, offered values of 45 000 euro, selection decision was made in 1 April 2011(it was selected bidder “Nikić” D.O.O in the amount of 29 484 euro, with calculated VAT, for the premise of 329 m² net area or 11 offices. The agreement on rent was made for time period 10 April2011 until 9 April 2012. The agreement on rent was terminated in 29 December 2011, because of change of purpose of the premises by bidder side);
4. Shopping for the acquisition of computer equipment for Census data entering, in the value of 9.942 euro, with calculated VAT, the agreement made in 31 May 2011;
5. Shopping for installation services in building PC “Nikić,” –agreement was made in 31 May 2011, in the value of 3687 euro, with calculated VAT;
6. Shopping for installation of computer network in MONSTAT, the agreement was made in 31 May 2011, in the value of 6171 euro, with calculated VAT;
7. For distribution of office and other spending material in all units of local self-governance, it was selected company “*MONTENOMAKS Control & Logistics*„ from Herceg Novi, which delivered census material from units of local self-governance to MONSTAT. The value of this is 6558 euro, with calculated VAT.

**V Appointment of participants, related to organizational structure**

**Implementation period:** successively, 2009-2012

**Main result**: It was selected the team of participants of the Census, according to criteria defined in advance

**Activity performer**: MONSTAT and census commissions

**5.1 Selection and appointments of MONSTAT team for implementation of the Census**

**Implementation period**: successively, 2009–February 2012

**Main result**: Established team and working tasks of participants by certain phases of the Census – Census Bureau which managed preparations, organization and conducting of the Census .The first composition of Bureau was made at the beginning of 2010.For the needs of preparation and implementation of the Census there were established 7 working groups. At the beginning of 2011it was established new composition of and appointed new manager of the Bureau. Bureau consisted of the working groups’ managers, in charge for monitoring the Census implementation. Reporting and responsibilities system was formed according to presented hierarchy: working groups-Bureau for Census implementation -director of Statistical Office.

Internal organization of MONSTAT for the implementation of the Census is established in following way:

Working group for making of census, organization, conduction and Census data publishing

Working group for informational and technological support, processing and Census data publishing;

Working groupfor preparation of statistical and technical dokumentation of the Census

Working group for logistic support to Census and public campaign conductinga;

Working group za upoređivanje podatka Popisa i kontrole a;

Working groupmonitoring of enetring and control of Census data a;

Working groupcoding, control and dissemination of Census dataa;

In 2011it was established system of hierarchy reporting with following structure:

In the preparation phase period, working groups weekly submitted report on their activities in already defined form for report and it was submitted to Bureau each Monday during census preparation. In the report there were submitted tasks which were implemented, activities for the next period having certain risk etc. Based on this reports Bureau submitted decisions which were forwarded to working groups as their tasks.

Field work phase is covered with state instructors’ report in determined form. Financial reports were created in five defined forms that each census commissions submitted to Statistical Office.

Bureau submitted director of Statistical Office on planned and implemented activities, as well as on problems in implementation of the Census. Director of Statistical Office informed Government of Montenegro, using reports each fifteen days on implemented activities and potential risks for the beginning of Census.

**5.2 Selection and appointments of Census Commissions (CC)**

**Implementation period**: January - February 2011(60 days)

**Main result**: It was appointed the composition of CC – totally149 members

**Activity description**: According to Law, Article, at the proposal of municipalities’ mayors and with certificate of MONSTAT director, there were formed census commissions. In following municipalities the mayors were presidents of census commissions: Andrijevica, Bar, Bijelo Polje, Danilovgrad, Zabljak, Kolašin, Kotor, Niksic, Mojkovac, Pluzine, Plav, Pljevlja, Podgorica, Rozaje, Tivat, Ulcinj, Herceg Novi, Cetinje and Savnik, while on other municipalities there were appointed their deputies. In each census commission two members were representatives of oppositional parties in state Parliament.

**Implementation period**: February 2011(1 month)

**Main result**: Appointment of state instructors –totally74 state instructors

**Activity description**: By the decision of director of MONSTAT there were appointed state instructors among MONSTAT staff for the control of Census implementation in municipalities. Criteria for the selection were: experience in censuses, experience in presentation and trainings, level of every day working burden, frequency of participation in extra-ordinary activities, knowledge of English language and passed exam after training attended. There were appointed totally 74 state instructors, according to criteria that one state instructor supervise work of 5-7 municipal instructors.

**5.4 Selection and appointments of municipal instructor (OI)**

**Implementation period**: 22 February2011– 10 March 2011(17 days)

**Main result**: selection of 461 instructors

**Activity description**: using principle of public announcement there were selected 461 municipal instructorof2 023candidates who applied for this position. The section and the appointment of municipal instructors was made by census commissions respecting following criteria: university educational attainment, having citizenship of Montenegro, good knowledge of the field which will be in his/her charge, and knowledge of Albanian, Roma or other language for work in those languages speaking area. As advantage it was considered experience in statistical surveys (census, survey etc.), as well as training lecturing experience and experience in managing, too. One municipal instructor supervised work of 7 - 10 enumerators.

**5.5 Selection and appointment of enumerators**

**Implementation period**: 22 February 2011- 15 March 2011(22 days)

**Main result**: selection of 3884 enumerators from total 10 870 applied candidates

**Activity description**: using principle of public announcement there were selected 3884 enumerators of totally 10 870 applied candidates The selection and the appointment of enumerators was made by census commission related to following criteria: at least secondary school certificate, Montenegrin citizens and filled in registration form for participants in the Census. Additional criteria were: good knowledge of the field which will be in his/her charge and that work in the field does not imply transport vehicles, advantage was for the persons speaking, apart the Montenegrin, Albanian, Roma or other language for work in those languages speaking area.

**VI Training of Census participants**

**Implementation period**: January – March 2011(3 months)

**Main result**: There were trained 4574 Census participants

**Activity performer**: MONSTAT

**6.1 Preparation of the training for Census participants**

**Implementation period**: January 2011– 29 March 2011(3 months)

**Main result**: prepared training material

**Activity description**: prepared material for four training levels: for training of census commissions, state instructors, municipal instructors and enumerators. There were prepared tests for check of effectiveness of the training completed, as well as other accompanying documentation (contracts, authorisations for work etc.).

**6.2 Training for state instructors**

**Implementation period**: 25-27.February 2011 (3 days)

**Main result**: trained state instructors

**Activity description**: There was conducted three days training, as well as regular with total fund of classes - 40 hours. All state instructors had test exam. The average estimation was 36, of possible 40 points;

**6.3 Training for municipal commissions**

**Implementation period**: 18.February 2011 (1 day)

**Main result**: informing municipal commissions on obligations in the Census01-15April

**Activity description**: it was held one-day meeting with members of census commissions and city mayors .At the meeting director of Statistical Office and the head of EU delegation in Montenegro, pointed out general significance of implementation of the Census related to Montenegrin EU accession process, while second part of the training referred to presentation of the municipal commission obligations in the preparation phase of the Census. About 150 participants attended the meeting.

**6. Training for municipal instructors and municipal commissions**

**Implementation period**: 19 – 21 March 2011in all municipalities (3 days)

**Main result**: trained members of census commissions and municipal instructors

**Activity description**: There were three-days training for 149 members of census commissions and 461 instructors in 21 municipalities. Total fund of training classes was about 20 hours. All instructors after attended training had test examination. The average estimation was 29.9 points, from possible 40 points;

**6.5 Training for enumerators**

**Implementation period**: 27 – 29 March 2011(3 days)

**Main result**: 3 884 enumerators were trained

**Activity description**: There were three-days training, for total 3 884 enumerators in 21 municipalities, with total fund of classes of fond 20 hours. All enumerators after attended training had test examination. The average estimation on the test was 30, from possible 37 points.

**VII Promotional activities and general public education**

**Implementation period:** February-May 2011(3 months);

**Main result:** High grade of information towards citizens on the Census and obligation of participation;

**Activity description:** Creation and design of Census logo and definition of the Census slogan *“Free”.* It was printed120 000leaflets and 400 posters, one part of leaflets and posters were printed in Albanian language. It was printed548 promoting shirts with Census logo, it was prepared 5.000 promoting balloon with Census logo and slogan. Leaflets are inserted in daily newspapers 2 times in period of 15 March 2011 to 15 April 2011; one part is distributed post boxes all over the Montenegro. There was outdoor advertisement (Billboards) in territory of Montenegro. Using mobile and TV operators which have possibility of such advertisement, it was send short message with defined content first day of the Census. There were made animated and film radio and TV spot. There were organized thematic and special radio and TV shows all over the Montenegro, including show for Albanian language area. It was organized about 10 press conferences and half-day education for journalists and lot of other activities having as aim education of general public on the significance of the Census. Day before Census started, in 31 March there were organized meetings with: Enumeration commission, representatives of political parties, media representatives and EC organized common meeting of all EU countries ambassador’s in Montenegro, Montenegrin media general editors, representatives of Eurostat and director of MONSTAT. During the Census, it was active Call centre within MONSTAT for questions and citizens objections related to the Census.

**VIII Data collection**

**Implementation period**: 01-15April 2011(15 days)

**Main result**: there were collected about200 thousands of households, 650 thousand persons and for over 300 of dwellings, first results of the census were made.

**Activity description**: Municipal commissions in cooperation with state instructors coordinated collection data phase, with giving organizational and methodological explanation to instructors and enumerators.

**IX Distribution and storage and office material**

**Implementation period:** successively, March– December2011

**Main result:** Distribution of office and enumeration material by local self-government units, delivery and storage of census material.

**Activity description:** For distribution, receipt of the material and storage of material it was prepared special document- “Guideline for receiving, giving over and storage of the material “. All security conditions were provided (video-supervision and other supervision instrument), in order to have treatment of individual data in line with principles of statistical confidentiality. After entering and procession of final results, the contract on storage and keeping of census material was made with “Knjaz ltd” from Niksic, for period of six months in the aim of protection and keeping of census material in deadlines stipulated by Law on Archive Activity and list of Category of Register Material.

**X Post-census survey**

**Implementation period**: successively, October 2010-December 2012(26 months)

**Main result**: It was estimated the quality and coverage of the Census

**Activity performer**: MONSTAT

**10.1 Preparation of post-census survey**

**Implementation period**: October 2010– 16 April2011 (7months)

**Main result**: It was created needed methodological, organizational and other statistical infrastructure.

**Activity description**: prepared Methodology for Post-census Survey, Guideline for Supervisors, as well as questionnaire used in post-census survey.

**10.2Selection, appointment and training of supervisors-post-census survey**

**Implementation period**: 18. April 2011 (1 day)

**Main result**: selection of 54supervisors

**Activity description**: supervisors were selected among state instructors, municipal instructors and enumerators.

**10.3Data collection**

**Implementation period**: 19-26 April 2011 (8 days)

**Main result**: collection of data in 55enumeration areas

**Activity description**: during field work supervisor enumerated all census units in the selected enumeration areas.

**10.4 Estimation of quality of the Census**

**Implementation period**: May 2011- December 2012. (20 months)

**Main result**: Estimation of census coverage.

**Activity description:** making of Preliminary report on conducted post-census survey

**XI The first results of the Census**

**Implementation period**: 15April - 13 May 2011(1 month)

**Main result**: Preliminary data on the number of enumeration units: number of population house.

**Activity description**: Based on first results of the Census, which was prepared by 21 census commission, there was published the first results of the Census.

**XII Preparation and data entering**

**Implementation period**: April- June 2011 (2 months)

**Main result**: completed data entering, in accordance with request for shortening of the deadline for data publishing (15July)

**Activity performer**: MONSTAT

**12.1 Preparation for data entering**

**Implementation period**: 15April- 4 May 2011 (20 days)

**Main result**: Prepared spatial and organizational infrastructure of data entering process

**Activity description**: Prepared technical infrastructure and adopted „Guideline for the data entering census data control job“, which regulated general rules for behaviour, work responsibilities and competencies in the premises where process of data control and entering were performed.

**12.2 Selection and appointment of data entering performer**

**Implementation period:** 5 May 2011 (1 day)

**Main result:** Selection of 150 data entering performer

**Activity description:** selection of persons performing data entering was made based on the list of the persons from Employment Agency–Labour Bureau Podgorica, according to defined criteria. All engaged persons were: unemployed, with faculty degree, computer literate.

**12.3 Training of data entering performers**

**Implementation period**: 29 April 2011

**Main result**: 150 data entering performers.

**Activity description**: It was conducted training of data entering performers, as well as testing after training, what served as base for selection of data entering performers.

**12.4 Data entering**

**Implementation period**: 4 May–20 June 2011 (40 working days - three working shifts: 07h-02h)

**Main result**: It was made entering of655 718 questionnaires for persons and 314704 questionnaires for dwelling and household.

**Activity description**: In 60computers, in 6 offices, data entering process was performed. Data entering started in 4 May, and it was finished in 20 June 2011. In that period it was organized work in 3 shifts, as well as on Saturday. The data entering was performed according to special guideline -„Guideline for usage of programme package for Census of Population, Households and Dwelling in Montenegro in 2011.”.

**12.5 Control of data entering by MONSTAT**

**Implementation period**: 4 May – 20 June 2011 (40 days)

**Main result**: High accuracy of entered data achieved

**Activity description**: When entering it was performed control of entered data, related to number of forms and accuracy of entered data. In order to have control of the entering data after entering being completed it was made re-entering of 149 enumeration areas.

**12.6 Data entering control made by political parties**

**Implementation period**: May 2011- June 2011

**Main result:** Representative of the political party New Serbian Democracy (*NOVA srpska demokratija*) confirmed 100% accuracy of data entering process

**Activity description:** At the request of political party *NOVA srpska demokratija*, MONSTAT approved control of data entering, according to Rulebook on the work of expert group for the entering control, and which was adopted by both side before beginning of entering. The aim of the control was to check accuracy of entering of data related to question from the Census on ethnic affiliation and mother tongue. Control consisted of the control of software solution for data entering. Based on the sample of 470 controlled enumeration forms, during four days, expert appointed by *Nova srpska demokratija*, Mr Milutin Đukanović, confirmed that Statistical Office with 100% of accuracy made data entering on random selected sample and there are Supervision Reports signed by representative of political party *NOVA srpska demokratija*. Control was not continued because management of political party resigned further supervision process

**XIII Final results processing**

**Implementation period**: 20 June–December 2013

**Main result**: Publishing of final data from all areas form the Census (until March 2012,totally 23 of 69 questions for persons, dwellings and household);

**Activity performer**: MONSTAT

**13.1 Logic and calculation control and coding**

**Implementation period:** 20 June-10 July 2011 (20 days)

**Main result**: Determined final number of permanent population

**Activity description**: Respecting rules of logic and calculating control, there were identified data which did not satisfy those rules. Analysis and correction of data were performed in accordance with „Guideline for Coding, Control and Determination of the Permanent Population Contingent “.For codes of ethnic affiliation, religion and mother tongue, it was taken care of modality frequency. Total number of variations on question on ethnic affiliation was 2 309, what was coded related to Code in 83 different ethnic affiliations. On question related to religion total number of variation was 1 308, which was coded related to Code in 29 different religions .On question on mother tongue total number of variation was 983, which was coded in 57 different codes for mother tongue.

**13.2 Publishing of final data and data on ethnic affiliation and structure of population regarding religion and mother tongue**

**Implementation period**: 12 July 2011

**Main results**: Published results in accordance with shorten deadlines

**Activity description**: Based on data users’ requests- political parties there were shorten deadlines for disclosure of data related to ethnic affiliation And structure of population regarding religion and mother tongue**.** In accordance with request defined deadline was 15 July, what was for MONSTAT shortening of 6months, comparing to the plan. Because of that reason it was increased the number of participants in data entering and it was introduced work of third working shift. In order to protect data and to keep principle of equal access of statistical data to all users in the same time, data were published related to the „Rulebook on Publishing Data on Ethnic Affiliation and structure of population regarding religion and mother tongue“.

**13.3Final data publishing**

**Implementation period**: July 2011- December 2013 (30 months)

**Main results**: Publishing of Census data related to all characteristics collected with Census.

**Activity description**: Starting document for work in the area of dissemination was Dissemination Strategy adopted in 2010, by Census Bureau in 2010. In June 2011 in mentioned strategy was revised and it was made harmonization with new priorities and situation of change of dissemination plan , and deadlines related to data publishing, as well.

There were published totally ten Releases, not including First results published in May2011. Data finally published are related to persons and dwellings. Releases as disseminating products are available on web site of Statistical Office of Montenegro.

The First results–Census of Population, Households and Dwellings in Montenegro

1. Release – Population of Montenegro by sex, type of settlements, ethnic affiliation, religion and mother tongue by municipalities in Montenegro (12 July 2011.);

2. Release – Population by age, sex and type of settlement by municipalities and the most common names in Montenegro

3. Release – Population according to marital status by municipalities in Montenegro

4. Release – Population according to citizenship by municipalities in Montenegro

5. Release–Foreign languages knowledge

6. Release–Computer literacy

7. Release - Population having disturbances in performing every day activities, by municipalities in Montenegro

8. Release – Population by activities in Montenegro

9. Release – Census data by sex in Montenegro 2011

10. Release – Number of dwellings and the way of their using by municipalities in Montenegro

Apart from Releases, one of the planned dissemination products was thematic detailed tables in Excel format published in web site and available exclusively in electronic form. The purpose of publishing of these tables is presenting data in more detailed level of characteristics than it was presented in the Release.

**XIV Control of individual data treatment**

**Implementation period:** 21 July 2011(1 day)

**Main result:** Protection of personal data, in accordance with Law on Data Protection from Census of Population, Households and Dwellings in Montenegro.

**Activity description:** Control of the treatment of personal data was made by Agency for Protection of Individual Data, based on the Law on Protection of Individual Data. Assessment determined that data are protected in accordance with principles of statistical confidentiality.

**XVEC Report on the Census**

**Implementation period**: June 2010 – November 2011(18 months)

**Main result**: Report

**Activity description**: The first mission in July 2010, the second in November 2010, the third from 1- 15April 2011, during filed work, and fourth and the last from 13 to 15 June 2011. General conclusion of the assessment mission was that: Mission considers that Population Census in Montenegro was prepared, conducted in the field and processed in accordance with international recommendations, and in particular the recommendations made by the Conference of European Statisticians for the 2010 round of Population and Housing Censuses. In addition,

the mission noted with appreciation the high standard of professionalism of the staff involved

at all levels in the census, from Monstat as well as temporary staff. The mission considers

that the census has achieved a high level of quality, especially in terms of accuracy and timeliness.“.

The report form the mission was presented to public on 24 November 2011. It was presented by: director of Statistical Office of Montenegro Ms Gordana Radojevic, minister of finances Mr Milorad Katnic, Mr Pieter Everaers, director of directorate in EUROSTAT for international cooperation and key EU indicators, Mr Alberto Cammarata, chief of the Department for Politics. European Integration and Trade in EU Delegation in Montenegro, Mr Jean Michele Durr, key expert of assessment mission.

**XVI Other activities**

During Census implementation certain data users’ requests or other institutions had influence on increase of the risk of Census conducting, and on increased number of activities in MONSTAT which were not planned by plan of implantation of the Census. All requests, which not endangered Methodology and Law on Census were accepted and implemented in a way of diminishing the risk of Census conducting:

* Request of political parties for introduction of enumeration form copy. It was positively answered on this request, with harmonization of the copy model;
* Company claims which were not selected for implementation of the services needed for Census, postponed implementation of certain activities, because of time period needed for all other instances to make decisions upon claims of the companies. Anyway, mentioned delay did not led to abolishment of tender procedures and activities implementations;
* NGO for protection of human rights request for the estimation of Constitution foundation of the questions related to ethnic affiliation, religion and mother tongue, related to obligation of citizens to give answers to those questions. Constitutional Court rejected this claim before Census started, with estimation that all documents were harmonized with national and international legislation;
* Decision of municipality Bijelo Polje on introducing 47 new settlements, several days before planned deadline on freezing of the situation of territorial units register. Additional engagement of the team for updating of spatial register the change of the borders in Bijelo Polje within deadlines which did not jeopardize conduction of the Census on the territory of that municipality;
* Request of the users–political parties for shortening of the deadline for publishing of the data on ethnic affiliation, religion and mother tongue until 15 July. The request was adopted with additional effort of Statistical Office reflected in the increase of spatial, professional and other resources in order to publish data in shortened deadline and what was shortening for 6 months comparing to dissemination plan of Statistical Office;
* The phenomena of public campaign on the Census by institutions that were not competent for Census conduction, what had influence on politics effect of the Census and increasing of the risk of identification of the Census with the elections. MONSTAT responded with campaign having as aim clarification of the significance of the Census for creating of economic and other policies and to point out on principle of the protection of usage of individual data in any other purposes, expect for statistics;
* Unexpected high number of applied candidates for participants of the Census. Monstat reacted with prescribing additional criteria for Census participants selection ;
* Request for printing enumeration form in Albanian language, one day before Census started. This request was approved in the shortest time possible;
* Request for printing enumeration form which will be prepared in Cyrillic alphabet. This demand was partially met by printing enumeration form in Cyrillic alphabet and printing of the book of Enumeration form in foreign languages. This book was obliged every enumerator to take with, during field work and to show it at person request the enumeration form in one of foreign languages;
* Request of the users for enumeration of diaspora. This demand was not met because of reasons of respect international standards from the area of census and with the aim to create internationally comparable data. The explanation was presented that methodology of the census did not provide collection of data on diaspora;
* Request of data users – political parties to participate on data procession in a way that census commission, with direct inspection in total census material, aggregate manually answers to ethnic affiliation, religion and mother tongue and it that way prepare first results of the Census related to mentioned three questions. Request was not accepted by MONSTAT, because it was in the collision with Census Law and Law on Official Statistics and Statistical System of Montenegro, especially with principle of statistical confidentiality and protection of individual data. As alternative solution to this request MONSTAT offered to oppositional political parties to nominate one expert per each party with the aim to check fact that MONSTAT enters answers from the questionnaire ,the way it was written
* Request of Islam community that data on Islam religion, and which were published by modalities „Muslims “and „Islam“, should be aggregate as one modality „Islam“. The request was accepted and in final data by municipalities it was used one modality je „Islam“;
* continuous request from European Commission , than journalists and other interested parties for explanation of certain phenomena during implementation of data collection phase from 01-15 April ;
* requests of journalists with very short deadlines for data submitting ;
* as well as lot of other requests needing quick reaction and answers by MONSTAT-a.

**XVII Crating of special archive for Census project**

**Implementation period**: April 2012-May 2012 (1 month)

**Main result**: Documentation archive of Census of Population

**Activity description**: During preparation of the Census of Population 2011, MONSTAT faced problems of the lack of archive of previously conducted censuses in Montenegro. Main reason was fact that earlier censuses were prepared from methodological side in Statistical Office of Serbia, while Statistical Office of Montenegro performed phase of data collection and data entering .In the aim of creating basement for planning Census 2021, MONSTAT will prepare special archive for project Census 2011, in a way that all census phases will be documented with needed material which was made during implementation of this project. Structure of archive is created according to structure of this report with accompanying documents and it will be prepared in electronic and paper version.

**Annex: Financial report of Census of Population, Households and Dwellings**

1. **General review of approved and implemented Budget**

Total estimated financial assets for conducting of the Census of Population, Households and Dwellings in Montenegro was 3 **569 520.0 euro** for period from **2010 to 2013.**

**Table 1.Total budget of Census of Population, Households and Dwellings 2011 in Montenegro**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Estimated funds | Approved funds | Spent funds |
| **2010** | 218 611.0 € | 0.,0 € | 0.0 € |
| **2011** | 3 192 528. 0 € | 3 192 598.0 € | 2 484 525.8 € |
| **2012** | 128 350. 0 € | 130 000.0 € |  |
| **2013** | 30 031. € | € |  |
| **Total** | **3 569 520,0 €** | **3 322 598.0 €** |  |

In 2011 there were allocated funds of 3 192 528.0 euro, and it was spent 2 484 525.8 euro, that means that Statistical Office saved 22% or 708 002.2 euro related to approved funds for 2011.

Mentioned saving is result of performing of certain measures of saving and control of expenditure related to all bodies responsible for implementation of the Census, as well as adoption of organizational rulebooks having as aim to increase productivity and work efficiency. It also significant contribution to saving of budget was working after working hours and finishing of job before planned deadlines that diminished costs for rent, costs for staff and other current costs. With planned costs which had budget approved there were implemented two extraordinary activities proposed by Government of Montenegro, after adoption and approval of the budget: printing of the copies of questionnaires and printing of questionnaires in Albanian language.

A part of saved funds, 500 000.0 euro from Census of Population, Households and Dwellings in 2011 Statistical Office put on disposal to Fund for Pension Insurance, and according to decision of Government of Montenegro from 8 December 2011 number : 03-11685/3 (our number 01/5961 of 09 December 2011). The rest of the amounts were returned to budget of Government of Montenegro.

1. **Implementation costs by Census phases**

Review of the budget for Census of Population, Households and Dwellings in 2011 by phases of the Census is presented in following table.

**Table 2 Review of the budget for Census of Population, Households and Dwellings** **by phases**

|  |  |  |  |
| --- | --- | --- | --- |
| Phase : | Activities of Census of Population, Households and Dwellings 2011 in Montenegro | Planned funds | Spent funds |
|  | Preparation and organization of the Census | 347.709.0 € | 393 539.1 € |
|  | Activities in the field (training and data collection ) | 2.473.455.0 € | 1.861.629.9 € |
|  | Post-census survey | 51 739.0 € | 53.898.5 € |
|  | Entering, control and data procession | 167 600.0 € | 175.458.3 € |
|  | **Sum** | **3 040 503.0 €** | **2 484 525.8 €** |
|  | **Unplanned costs 5%** | **152 025.0 €** |  |
|  | **TOTAL** | **3 192 528.0 €** |  |

The biggest part of costs in census implementation or 75% related to field activities (training of 4 574 participants and data collection).

Related to phases separately, bigger costs than it was planned were data entering costs by 29% or 55 928 euro comparing to plan. Main reason for cost increase of the costs referred to request of publishing data on ethnic affiliation, religion and mother tongue on 15 July 2011, what was shortening by 6 months compared to plan of MONSTAT. This request implied the increase of engaged staff, buying of additional equipment and increase of the fees to data entering operators in order to have data entering finished in 40 days.

1. **Implementation costs of by activities of certain phases of the Census**

Analytic review of spent budget by activities in Census of Population, Households and Dwellings in 2011 is presented according to structure of the report presented in part above.

**Table 3 Analytic review of spent budget by activities in Census of Population, Households and Dwellings in 2011 by activities:**

|  |  |  |  |
| --- | --- | --- | --- |
| Activities by phases | Activities from Report | Planned value | Implemented value |
| **I Phase:** | **PREPARATION AND ORGANIZATION OF THE CENSUS** | **347.709.0 €** | **393 539.1 €** |
| **III** | **Preparation for the filed work of the Census** | **106 400.0 €** | **111 148.0 €** |
| **IV** | **Acquisition of the needed resources**  Printing of enumeration form, expenditures for office material. promotional activity, distribution, premises rent, providing of computer equipment and installation of network | **241 309.0 €** | **282 391.0€** |
| **II Phase:** | **ACTIVITIES IN THE FILED** | **2.473.455.0 €** | **1 861 629. 9 €** |
| **V** | **Appointment and trainings of Census participants** | **800 010.0 €** | **350 108.9 €** |
| **VIII** | **Data collection** | **1.673.445.0 €** | **1 511 521.0 €** |
|  | State instructors- compensations | 128 650.0 € | 93 611.4 € |
|  | Census commissions- compensations | 95 210. 0 € | 99 192.0 € |
|  | Instructors – compensations | 229 200.0 € | 206 620.3 € |
|  | enumerators – compensations | 1 102 000.0 € | 1 112 097.3 € |
|  | Other activities | 118.385.0 € | 0.0 € |
| **III Phase** | **POST-ENUMERATION SURVEY** | **51 739.0 €** | **53 898.5 €** |
| **XII** | **PREPARATION AND DATA ENTERING I** | 167 600.0 € | **175 458.3 €** |
| **Total** | | **3 040 503.0 €** | **2 484 525.8 €** |
| **Unplanned costs 5%** | | **152 025.0 €** |  |
| **TOTAL** | | **3 192 528.0 €** | **2 484 525.8 €** |

**III Preparation for field work of the Census**

Total spent financial value of this activity was 111 148.0 euro and cost is related to implementation of following activities:

* **Law on Census of Population, Households and Dwellings** – preparation until it was adopted took 23 months;
* **Budget** – preparation of the budget for period of three years (2010-2013) with detailed review of each item took 12 months;
* **Census Methodology** - preparation until final methodology took 22 months;
* **Enumeration forms –** preparation of 3 main and 20 forma, as well as 8 for post-enumeration survey took 22 months;
* **Organizational preparation of the Census**- preparation of organizational structure and description of competencies in all levels of Census organization – took 22 months;
* **Informatics preparation of the Census–** successive preparation and creation of 15 programs;
* **Cartography – spatial register –** updating of spatial register with 1602 statistical i 3740 enumeration areas 6 months;
* **Preparation of classification –** work on harmonization and international comparability 9 Classification took 11months;
* **Preparation of organization internal rulebook –** it was about 10 rulebooks which regulated competencies and responsibilities in each of phase of the Census;

The compensations for preparation of all these documents to Bureau members and to working groups war prepared in 2011 when budget was approved.

**IV Acquisition of needed resources**

Total planned financial assets for acquisition of needed resources was 241 309.0 euro while the amount of spent funds was 282 391.0 euro. The increase of this item, comparing to planned one is consequence of the acquisition of computer equipment and installation of the network for data entering activity, and of high cost for premises rents.

The acquisition of needed resource was performed using 4 public tenders and 3aquisitions using shopping method.

**Table 4 Analytical review of the Acquisition of needed resources in Census of Population, Households and Dwellings** **in 2011**

|  |  |  |
| --- | --- | --- |
| Acquisition of needed resources | Planned funds | Spent funds |
| **Tender 01** – For the service of Enumeration form printing | 59 180.0 € | **62 082.4 €** |
| Additional printing of Enumeration forma |  | 18 007.4 € |
| **Total for printing of census material** |  | **80 089.8 €** |
| **Tender 02** – For acquisition of office and other spending material | 47 183.0 € | 32 140.5 € |
| Additional acquisition of office material |  | 5 292,5 € |
| **Total for acquisition of office material** |  | **37 433.0 €** |
| **Tender 03** – Preparation of activities for conducting of public campaign of census of population-media and promote activities | 100 000.0 € | 62 724.8 € |
| Additional promoting activities |  | 20 156.5 € |
| **Tender 4 – rent of business premises** | 45 000. 0 € | 29 484 € |
| Operating expenses |  | 22 727 € |
| **Total for premises rent** |  | **52 211.0 €** |
| **Total for public campaign** |  | **82 881.3 €** |
| Shopping – for acquisition of computer equipment | 10 000 € | 9 942 € |
| Shopping – for acquisition of installation of computer network in Business Centre PC “Nikić” | 3 700 € | 3 687 € |
| Shopping – for acquisition of installation of computer network in MONSTAT | 6 300 € | 6 171 € |
| Additional supporting computer equipment |  | 3 418 € |
| **Total for computer equipment and installation** |  | **23 218 €** |
| Distribution of office material | 7 586 € | **6 558 €** |
| **TOTAL** | **241 309.0 €** | **282 391.0€** |

* **For printing and distributions of 1.283.300 Enumeration forms** total value of service was 80.090 euro;
* **For service of acquisition of office and other material** for the needs of the Census it was spent 37.433 euro;
* **For service of promoting activities it was spent** 82.881 euro (printed 120.000 leaflets, 400 posters, 548 promoting shirts, 5000 promoting balloons, 21 billboards, short message via mobile and TV operators, TV and radio spot, organization of thematic shows, 10 press conferences, organization of thematic meetings with census commissions, political parties, ,media representatives, ambassadors , call centre);
* **For rent of business premises,** rent of 329 m² net area or 11 offices. Total value of the rent was 52 211 euro with operating expenses;
* **Acquisition of office equipment and installation of network** was 23 218 euro. The acquisition was performed trough 3 shopping methods:
  + - Shopping for acquisition of computer equipment for Census data entering in the value of 9 942 euro;
    - Shopping for services of installation of equipment in Business Centre “Nikić” in the value of 3.687 euro;
    - Shopping for service of setting installation of computer network in MONSTAT in the value of 6.171 euro;
    - Additional supporting computer equipment in the value of 3418 euro;
* **Distribution of office and other spending material** the value of this service was 6558 euro.

**V Appointment and training of the participants in the Census**

For the payments of compensations for trainings and data collection according to Census law was competence of census commissions. Distribution of financial funds to census commissions was made in accordance to *Decision of the amount and distribution of the part of funds to census commissions for performing of preparation, organization and conducting of the Census of Population, Households and Dwellings* 2011 *in Montenegro.*

Total value for appointment and training of participants was 350 109 euro, while the value of this activity was 800 010 euro, what indicated to saving of the budget in the amount of 450 thousands of euro or 44%.

This activity included appointment and training of all census participants:

* + - Census commissions - 149 members,
    - State instructors – 74 members
    - Municipal instructors - 461 member,
    - Enumerators - 3.884 members

For all participants there were conducted trainings lasting 3 days in average. The cost per participant was 76 euro for three days of training (for enumerators per diems for attendance to the training; for instructors-per diems for training lessons; state instructors per diems for training lessons and cost of accommodation in municipalities outside Podgorica ).

**VIII Data collection**

Total value of this activity was 1 511 521.0 euro, while planned value was 1 673 445. 0 euro, what indicates saving of 162 thousands of euro 10% of planned value.

This activity included data collection for with engagement of 4 568 census participants.

**Table 5 Table review of compensation to participants of Census of Population, Households and Dwellings** **in 2011**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Compensation top participants in data collections | Planned funds | Spent funds |
| **1.673.445.0 €** | **1 511 521.0 €** |
|  | State instructors – 74 members | 128 650.0 € | 93 611.4 € |
|  | Census commissions – 149 members | 95 210. 0 € | 99 192.0 € |
|  | instructors – 461 members | 229 200.0 € | 206 620.3 € |
|  | Enumerators – 3.884 members | 1 102 000.0 € | 1 112 097.3 € |

The average earning of enumerator 286 euro for active engagement of 15 days;

The average earning of instructor was 448 euro for active engagement of 30 days;

The average earning of member of census commission was 666 euro for active engagement of 60 days;

The average earning of state instructor was 1 265 for active engagement of 90 days.

**X Post-enumeration survey**

Total value of this activity was 53 898.5 euro while planned value was 51 739.0 euro, what is more by 2 100.0 euro or 4%.

This activity included the selection and appointment of 54 controller, printing of Enumeration form for post-enumeration survey I order to control 55 enumeration area lasting 8 days (19 – 26 April 2011).

**XII Entering, control and data procession**

Total value of this activity was 175 458.3 euro while planned activity was 167 600.0 euro, what was higher by 7 800 euro or 4.7%. This activity included the selection and appointment of 150 data entering performers and work in three working shifts (07h-02h).

During 40 days there were entered 655 718 questionnaires and 14 704 questionnaires for dwellings and household, in 6 offices on 60 computer. Average earning of the data entering performer was 1 170 euro.

Based on Article 23 paragraph 4 of the Law on Census of Population, Households and Dwellings in 2011 (‘Official Gazette of Montenegro“, number 41/10 and 75/10), Government of Montenegro, on session of 24 February 2011, issued

**DECISION**

**ON THE AMOUNT AND DISTRIBUTION OF THE FUNDS TO CENSUS COMMISSIONS**

**FOR FINANCINGOF PREPARATION, ORGANIZATYION AND CVONDUCTING OF THE CENSUS OF POPULATION, HOUSEHOLDS AND DWELLINGS IN 2011**

**Article 1**

This decision stipulates amount and distribution of the parts of funds provided in Budget of Montenegro, census commissions for financing of the preparation, organization and conduction of Census of Population, Households and Dwellings in 2011 (hereinafter referred to as the “Census”).

**Article 2**

The funds from Article 1 of this Decision shall be distributed to census commissions for following compensations:

1. enumerators;
2. instructors;
3. president and members of census commission ;
4. other participants of the Census (persons engaged in calculation, payments and making of final report on the funds expenditure in units of local self-government and persons engaged to making of folders etc.).

**Article 3**

The enumerator shall receive compensation for:

1. for successfully completed training by instructor in the place of residence lasting tree days, in the amount of 15. 00 € per day;
2. for successfully completed training by instructor out of place of residence lasting three days, in the amount of 15. 00 € per day and costs of transport by public transportation in the amount of transport ticket;
3. for each correctly filled in Enumeration form (form P-1), in the amount of 0.70 €;
4. for each correctly filled in Enumeration form for dwelling and household (form P-2), containing data on dwelling and persons, in the amount of 1.00 € ;
5. for each correctly filled in Enumeration form for dwelling and household (form P-2) containing only data on dwelling, in the amount of 0.50 €;
6. for using of mobile phone in the amount of 5.00 €;
7. for performed enumeration in not easily accessible areas because of terrain configuration in enumeration area having 50 the most , in the amount of 30.00 €.
8. For attendance in the seat of census commission, in the amount of 15.00 € per day

**Article 4**

The instructor shall receive compensation for:

1. For successfully completed training by state instructor lasting three days in the amount of 15. 00 € per day;
2. For successfully completed training of enumerators, lasting three days in the amount of 15. 00 € per day;
3. For costs of travel in the field during the Census, in the amount of 25,00 €
4. For the review and control of Enumeration form(form P-1), Questionnaire for Dwelling and Household (form P-2)

- for correctly filled in Enumeration form (form P-1) in the amount of 0.13€;

- for correctly filled in Questionnaire for Dwelling and Household ( form P-2), in the amount of 0.18 € and

- for correctly filled in Questionnaire for Dwelling and Household having only data on dwelling in the amount of 0.07 €;

1. for using of mobile phone in the amount of 10.00 €.

**Article 5**

President, members of census commissions and other participants of the Census from Article 2 of this Decision, shall belong compensation for:

1. president of census commission :
   * + for total work in the commission , in the amount of 600.00 €;
     + for training by state instructor , in the amount of 15.00 € per day;
2. member of census commission:
   * + for total work in the commission in the amount of 500.00 €;
     + for the training by state instructor, in the amount of 15.00 € per day ;
     + for using of mobile phone, in the amount of 10.00 €;
3. other participants of the Census:
   * + for making soft folders for the training, in the amount of 1.00 € by folder;
     + for making hard folders for each enumeration area, in the amount of 1.00 € per folder ;
     + for calculation, payment and making of final report on the expenditure of the funds in the unit of local self-government, in the amount of 400.00 €.

To the census commission for using of fixed telephone for the period of the census shall be allocated the funds in the amount of 50.00 €, and for using of Internet, funds in the amount of 20.00€.

**Article 6**

Compensation stipulated by this Decision shall be presented and paid in net amount.

**Article 7**

Statistical Office shall pay the funds determined by this Decision to census commissions in following dynamics:

1) first part to 25 March 2011 , for activity from Article 3 items 1, 2, 6, 7 and 8, Article 4 items 1, 2, 3 and 5, Article 5 paragraph 1 item 1 line 2, item 2 line 3, item 3 line 1 and 2 and paragraph 2 of this decision;

2) other (remaining) part, latest to 5 May 2011 , after final calculation of spent amounts, i.e. after first results of coverage control, which will be conducted immediately after Census is finished .

**Article 8**

The census commission shall be obliged to submit to Statistical Office final report on expenditure of the funds in the Census, latest to 10 May 2011.

**Article 9**

The director of Statistical Office shall issue, within eight days from the day of this Decision will enter into force Guideline on the content and the Way of Keeping Evidence on the Usage of the Funds Dedicated to Census Commissions and Making of Final Calculation on Spent Funds for the Census of Population, Households and Dwellings in 2011, and Guideline for Distribution of the funds to census Commissions of the Units of Local Self-government.

**Article 10**

In the case of deviation of final calculation compared to criteria determined by this Decision and by Guideline on the content and the Way of Keeping Evidence on the Usage of the Funds Dedicated to Census Commissions and Making of Final Calculation on Spent Funds for the Census of Population, Households and Dwellings in 2011, director of Statistical Office shall engaged independent auditor.

**Article 11**

This Decision shall enter into force in the eighth of day of publishing in ’’Official Gazette of Montenegro’’.

Number: 03-1057

Podgorica, 24 February 2011

**Government of Montenegro**

**President,**

**Igor Lukšić, PhD.**